

# 2015 Year End eMARS User Group Meeting June 17, 2015



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# Agenda

**Opening Remarks**

**Misc Items**

**2015 Year End**

**New Year Updates**

**KHRIS Payroll**

**Minimum Wage**

**Increase**

**Q & A**

Ed Ross

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

OPS

# Miscellaneous



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# OPS Approval Reminders

- OPS rejections slow down approval process
- Review Documents thoroughly prior to submitting for approval
- Ensure all corrections on rejected documents have been completed
- Ensure document has been assembled or re-assembled properly



# Delivery Orders

- Users are encouraged to create DOs against Master Agreements
  - Sets price of items
  - Prevents need for some workarounds in place
- Users should create DO against Master Agreements set to expire on June 30
  - Once the MA has expired neither a DO nor PRC can be created and properly reference the MA

# Solicitation Modifications

When modifying solicitation documents DO NOT delete previous assembled versions of the document. This can cause problems opening attachments through VSS.





# eMARS Availability

## Standard Availability

Monday – Sunday -- 7:00 am through 7:00 pm

## Exceptions

eMARS will be unavailable due to encumbrance roll/lapse **Friday, July 3 through Sunday, July 5**

Any changes will be posted at the News and Alerts link at:

<http://finance.ky.gov/services/statewideacct/Pages/accounting.com.aspx>



# 2015 Fiscal Year End



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# New Year Table Initialization (NYTI)

- Occurred May 7
- Created FY16 records for all **ACTIVE** chart of account elements
- Effective dates on FY16 records will be blank
- Clean Up
  - Add Effective dates to FY16 records if applicable
  - FY15 records added after May 7 may need to be added to FY16 if applicable

# BFY 15 Pending Encumbrances

- Encumbering documents in *Pending* phase will not roll to FY16
  - ALL FY15 encumbering documents need to be out of *Pending* phase by COB, **July 2**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Refer to spreadsheet of pending documents by department located at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>

# 2015/2016 Encumbrance Roll

- Scheduled to begin COB, Thursday, July 2, 2015
  - eMARS will be unavailable July 3 – July 5
- All **non-capital** encumbrances *greater than* \$1,000 will be established in FY16 on a Modification document
  - User ID **ENCROLL**
- All **non-capital** encumbrances *less than or equal to* \$1,000 will lapse, thus closing the award
  - CBDL Documents
  - User ID **ENCROLL**
- Clean Up
  - Unnecessary encumbrances (2302 *Outstanding Encumbrance Report*)
  - Pending encumbrances by COB July 2

# New Cited Authority

## ➤ Year-End Lapse

- For PSC and non-PSC awards
- Allowable from July 1 – Sept 30
- For payments against lapsed awards
  - Less than \$1,000 for FY15/FY16

# Payments against Encumbrances

- Payments against 2015 encumbrances must be in *FINAL* status by COB, Thursday, July 2.
- Payments against lapsed PON2 documents
  - PRC with “Memo” reference to PON2
  - Use the **Year-End Lapse** Cited Authority
- Payments against all other lapsed awards
  - PRC with “Memo” reference to award
  - Use the **Year-End Lapse** Cited Authority

**NOTE:** Users should make their best effort to get 2015 encumbrances paid or liquidated by COB July 2.

# Payment Reminders

- Payment documents submitted but **NOT** approved by COB June 30 will infer **FY16** upon final approval
- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY16** upon final approval
- **July 2** – Last day to pay against FY15 encumbering awards
- **July 10** – Last day to pay FY15 expenditures



# Coding Period 13

- **Entire Fiscal Period 13 (BFY=2015; FY=2015; Period 13) must be coded**
- **Period 13 (BFY=2015, FY=2015, Period=13) can be coded on the Header Section or on the Accounting Line of the payment document**
  - Fiscal Period (BFY, FY, Period) from Header will infer on all blank Accounting Lines
  - Fiscal Period (BFY, FY, Period) coded on an Accounting Line will override period coded on Header
  - Period 13 must be coded on the Header of PRC1 documents
  - Period 13 should be coded on the Header of PRC2 documents

**Applies to non-capital funds**

# BFY 15 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
  - ALL FY15, **non-capital**, payment documents need to be out of *Pending* phase by COB, **July 10**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Spreadsheet listing pending documents by department

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>

# Follow Through

- Review the AD/EFT Exception report to ensure FY15 payments have been disbursed
  - AD/EFT report is posted daily at:  
<http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx>
  - FY15 payments on the AD/EFT Exception report after soft close (July 10) will be closed by the Office of the Controller – **Vendor will NOT receive payment**

# Moving/Correcting Expenditures

- A JV2E document should be used to correct expenditures that have incorrectly posted to the wrong Fiscal Period
  - Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other
  - Remember to code entire fiscal period on each Accounting Line (BFY, FY, Period)
  - Period 13 Soft Close – COB July 10
  - Period 13 Hard Close – COB July 16
  - JV2E's will require Finance approval after soft close, July 10

# IMPORTANT

Personnel expenditures for the last payroll Period cannot be JVED from FY16 to FY15.



# Allotments

- FY15 General Fund Allotments will collapse by object type, effective July 1, 2015
- All Allotments must be in the black by the end of the Fiscal Year
- During closeout, agencies should utilize the budget screens in eMARS as infoAdvantage reports are a day behind and do not include pending amounts
  - BQ3LV1 (Appropriation)
  - BQ3LV2 (Allotment)
  - BQ3LV3 (Object Allotments)



# Fixed Assets

- Real Property Closing Packages will be sent in mid-August
- Fixed Asset Cleanup
  - Fixed Asset shells \$5,000 and above must be processed by August 24, 2015
- Questions call Anthony Murray  
502-564-8769  
[Anthony.Murray@ky.gov](mailto:Anthony.Murray@ky.gov)

# Key Dates

- Period 12 Soft Close – Tuesday, June 30
- Period 12 Hard Close – Monday, July 6
- Encumbrance Roll – Fri-Sun, July 3-5
- Period 13 Soft Close – Friday, July 10
- Period 13 Hard Close – Thursday, July 16

# Questions



# New Year



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# New Year Procurements

- RQS for new year (FY16) may be submitted to OPS
  - Document comments should state, “ Delivery is not desired prior to July 1, 2015”
- PSCs/MOAs for the new year (FY16) may be submitted to OPS
  - Documents requiring a July 1, 2015 effective date must be submitted by Wednesday, June 17

# New Year Procurements

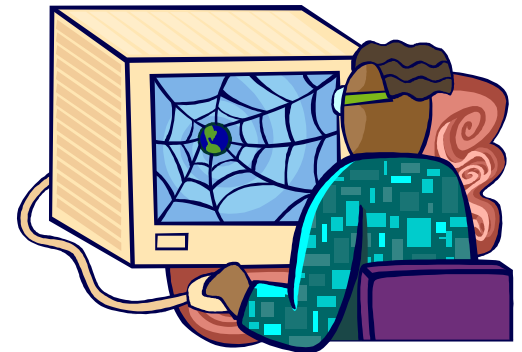
- New Year (FY16) procurement activity may submitted using FY 2016
  - Document must use a non-accounting event type (PR01, PR07) if submitted for approval prior to the agency's allotments being loaded into eMARS
    - Awards may be modified to an accounting event type (PR02, PR03, PR05, PR06) once the agency's allotments are loaded
  - Document may use accounting event type (PR02, PR03, PR05, PR06) if agency's allotments have been loaded into eMARS
  - Two year contracts should included two commodity lines, one for each year
    - Encumber only one year at a time
- Document must include entire Fiscal Period on the Header (FY = 2016, BFY = 2016, **Period = 1**)



# New Year Allotments

New Year Allotments will  
be posted by department  
at:

[http://finance.ky.gov/services/statewideacct/  
/Pages/yearendsupport.aspx](http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx)



# Cash Overrides

ALL agency cash overrides **MUST** be reviewed annually and submitted on a SAS14 to the Office of the State Budget Director



# Questions ?



# KHRIS Payroll



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# Deferred Payroll

- **May 16 – May 30 Payroll (PP11) posted on June 9, 2015. Accounting lines for health insurance (E123) will be removed from the documents.**
- **E123 accounting lines from May 16 – May 30 payroll will be included on documents with the same document ID with a “P” on the end. These documents will be processed on July 1, 2015 as FY 2016 expenditures.**
- **June 1 – June 15 payroll (PP12) will post on July 1 as an FY 2016 expense.**
- **You may not JV these expenditures from FY 2016 to FY 2015; they must remain in FY 2016.**

# Personal Service Contracts

- **Prior to the beginning of each fiscal year – personal service contract information must be updated in KHRIS.**
- **Contract information that is not updated correctly could cause rejects in eMARS and could result in improper posting of the PRC documents.**
- **FY 2016 contract updates must be completed in KHRIS prior to June 19, 2015.**
- **Good communication between accounting staff and human resources staff is essential.**



# Biennial PON2's

Proof of Necessity Agreement(PON2) Dept: 758 ID: 1400002915 Ver.: 1

Vendor			Vendor Line: 1	Vendor Customer: PZV0008	Legal Name: BARBARA J ALDRIDGE
Vendor Line	Vendor Customer	Legal Name			
1	PZV0008	BARBARA J ALDRIDGE			
From 1 to 1 Total: 1			First Previous Next		

**eMARS Vendor Line Number** (points to 1)

**eMARS Vendor Number** (points to PZV0008)

## KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller
Agency Org #:	10102874
Requestor:	Rachelle Wilkins
Contractor Name:	Barbara Aldridge
PERNR:	00123456
eMARS Document Department Code:	758
eMARS Document ID:	1400002915
eMARS Vendor Number:	PZV0008
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	
eMARS Accounting Line Number:	
KHRIS Effective Date:	

# New Biennial PON2's

Commodity

Total Lines: 2 Line: 2

Line	CL Description
1	CONSULTING SERVICES
2	CONSULTING SERVICES
From 1 to 2 Total: 2	

Accounting

Line: 1

Line	Line Amount
1	\$100,000.00
From 1 to 1 Total: 1	

If your accounting line number changes for any reason you must create a new functional area in KHRIS to reference the correct accounting line number (see slide 34).

General Information

Reference

Fixed Asset Intent Reference

General Information

Reference

Fixed Asset Intent

CL Description: CONSULTING SERVICES

Commodity: 91800

CONSULTING SERVICES

Extended Description: services for FY2016

Event Type: PR05

Accounting Template: FINCRC

Contractor Name:

Barbara Aldridge

PERNR:

00123456

eMARS Document Department Code:

758

eMARS Document ID:

1400002915

eMARS Vendor Number:

PZV0008

eMARS Vendor Line Number:

1

eMARS Commodity Line Number:

2

eMARS Accounting Line Number:

1

KHRIS Effective Date:

7/1/2014

# Personal Service Contracts

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee
  - On the Display Position (P013D), 1018 Cost Distribution screen for the employee's position

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eMARS Vendor Number:	PZV0008
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	2
eMARS Accounting Line Number:	1
KHRIS Effective Date:	7/1/2014

PA20 - 0105 Communication Screen
PA20 - 0105 Communication Screen
P013D - 1018 Cost Distribution Screen
PA20 - 0105 Communication Screen
P013D - 1018 Cost Distribution Screen
P013D - 1018 Cost Distribution Screen

# PSC – KHRIS Example

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee

03/02/2011	12/31/9999	Z003	Document Code	PON2
03/02/2011	12/31/9999	Z004	Department Code	727
04/25/2013	12/31/9999	Z005	Document ID	1200001219
03/02/2011	12/31/9999	Z006	Document Vendor Line #	1

- On the Display Position (P013D), 1018 Cost Distribution screen for the employee's position

Cost distribution					
Pct.	Name of aux. account	Functional Area	Svc type	Service cat.	
100.00	DISABILITY DET PROF	JJS01580203			

# Questions ?



# MINIMUM WAGE FOR THE COMMONWEALTH'S SERVICE PROVIDERS



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# Executive Order

➤ On June 8, Governor Beshear issued Executive Order 2015-370

➤ Posted at:

<http://finance.ky.gov/services/eprocurement/Pages/default.aspx>





# Executive Order Directive

- EO 2015-370 sets the minimum wage paid to the Commonwealth's service providers at \$10.10/hour or \$4.90/hour for tipped workers
- Applies to contract workers providing a service at least 20% of their time during a work week
- Effective July 1, 2015

# When does the EO apply?

- RFP's for Personal Service Contracts
- RFQ's for Non-professional Services
- Contracts (PO, PO2, CT, CT2) and Master Agreements for Services
- Contracts and Master Agreements for a commodity that includes a service element such as installation
- Renewals for all of the above
- Non-Grant MOA's

# Non-Grant vs Grant MOA's

- **Grant MOA** – A MOA that involves funds, of any type, given by a state agency to a public entity or 501(c)(3) nonprofit for a purchase or a project without direct oversight by the state agency, except possibly provision of periodic reports.

*Examples: A MOA between the Dept for Local Gov't and Knott Co. to provide funds for a water line extension OR a MOA between Homeland Security and local law enforcement to provide funds to purchase bullet proof vests.*

- **Non-Grant MOA** – MOA by which a public entity or 501(c)(3) nonprofit receives funds from a state agency for a direct service for which the recipient has the responsibility of performing the service or ensuring the service is performed.

# When does the EO not apply?

- Service contracts that are being modified
- Service contracts that expire before 7/1/15
- Commodity only contracts



# Affidavit

- A new Required Affidavit for Bidders, Offerors and Contractors was created for use specifically with service contracts or commodity contracts with a service component.
- The new Affidavit includes Section I (e) that applies to the Executive Order requirements.



# Minimum Wage Clause

**The offeror (substitute the word “contractor” for contracts), and all subcontractors therein, shall pay to any worker directly performing a service called for in the contract, and to any person who provides a service ancillary thereto for at least 20% of his or her working time in any given work week, a minimum of \$10.10 per hour, or \$4.90 per hour for tipped employees, for those hours worked in connection with the contract.**

# Execution of New Process

- Solicitations, MA's, Contracts, Contract Renewals and Non-Grant MOA's with a 501c3 nonprofit require:
  - ✓ Minimum Wage Clause
  - ✓ Affidavit for Services
  - ✓ Executive Order as an attachment
- Non-Grant MOA's with a Public Entity require:
  - ✓ Minimum Wage Clause
  - ✓ Executive Order as an attachment





# Questions ?

